

REQUEST FOR BOARD ACTION

ITEM NO. 7.

DATE OF MEETING: March 1, 2010

REQUESTED BY: Charles R. "Tom" Collins, Emergency Management

SHORT TITLE: Resolution Authorizing Purchase Order for Updating County's Multi-Jurisdictional Hazard Mitigation Plan to Holland Consulting Planners, Inc. in the Amount of \$21,900.00

BACKGROUND: The County's Multi-Jurisdictional Hazard Mitigation Plan will expire in October 2010. The State of NC Division of Emergency Management and FEMA require the plan be updated and submitted 90 days prior to the expiration date. Updating the plan will include county updates and updates that include adding the Cities of Burgaw, Watha, St. Helena, and Topsail. Funds for the proposal are budgeted in account 803-404500.

SPECIFIC ACTION REQUESTED: To consider a resolution to authorize a purchase order to prepare an update to the County's Multi-Jurisdictional Hazard Mitigation Plan, to Holland Consulting Planners, Inc. in the amount of \$21,900.00.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.



Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

a purchase order is hereby authorized to Holland Consulting Planners, Inc. to update the County's Multi-Jurisdictional Hazard Mitigation Plan in the amount of \$21,900.00. The County Manager/Chairman shall have the authority to execute any/all documents necessary to implement this resolution.

Budget Account # 803-404500

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Tate ___ Blanchard ___ Brown ___ Rivenbark ___ Williams ___

Jimmy T. Tate, Chairman 02/15/2010
Date

ATTEST 02/15/2010
Date

HCP Holland Consulting Planners, Inc.

February 8, 2010

Mr. Tom Collins, Director
Pender County Emergency Management
PO Box 28
Burgaw, NC 28425

Dear Mr. Collins:

This responds to your request for a proposal from Holland Consulting Planners, Inc., (HCP) to prepare the County's Multi-Jurisdictional Hazard Mitigation Plan Update. The following minimum level of planning services will be provided:

- Complete the update of Pender County's existing Multi-Jurisdictional Hazard Mitigation Plan in accordance with the requirements of NC Senate Bill 300, the Disaster Mitigation Act of 2000, and the federal Mitigation Planning Regulations (Interim Final Rule-44CFR201). The plan must also be generally modeled after the North Carolina Division of Emergency Management publications: "Local Hazard Mitigation Planning Manual" and "Keeping Natural Hazards from Becoming Natural Disasters." The proposed plan update will include the following five-step process recommended in these publications:
 1. Identify and analyze each of the hazards possibly affecting the area.
 2. Perform a vulnerability assessment.
 3. Assess the County's capability to manage and mitigate hazards.
 4. Research goals relevant to mitigation.
 5. Create a mitigation strategy.
- Prepare the update of Pender County's existing Multi-Jurisdictional Hazard Mitigation Plan in accordance with the following proposed schedule:

February 2010	- Appointment of MAC, detailed review of existing HMP components.
February-March, 2010	- Data collection, staff coordination, and MAC meetings.
March, 2010	- Conduct public information meeting.
April, 2010	- Draft HMP completed. - Review by MAC and County Staff.
April 30, 2010	- HMP submitted to NCEM for review.

NOTE: Four (4) MAC meetings are anticipated.
- Work with the Pender County Mitigation Advisory Committee throughout the planning process.
- Provide ten (10) bound hard copies of the final plan to Pender County along with one (1) reproducible copy on CD.

Mr. Tom Collins, Director
February 8, 2010
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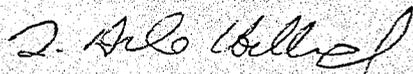
HCP's proposed, not-to-exceed fee is twenty-one thousand nine hundred dollars (\$21,900). The fee will be invoiced monthly as hourly expenses accrue at the following hourly rates:

T. Dale Holland, AICP Principal-in-Charge	\$140.00
Landin W. Holland, AICP, MPA Planning Project Manager	\$ 85.00
Adam Crain GIS Technician	\$ 50.00
Administrative/Clerical Support	\$ 50.00

Hourly rates include travel (mileage and lodging), copying, project overhead expenses, fringe benefits, indirect costs, profit, and *per diem* charges. HCP will not charge separate reimbursable expenses.

Please contact me if you have any questions. We look forward to serving Pender County.

Sincerely,



T. Dale Holland, AICP
President

TDH:cma

cc: Mr. Charles Newman, Fire Marshal/Assistant Director
Mr. Rick Benton, County Manager